



REZONE OF PROPERTY AND ZONING CHANGE SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

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| <ul style="list-style-type: none"><input type="checkbox"/> City of Shoreline Permit Application (attached).<input type="checkbox"/> Critical Areas Worksheet (attached). Note: a critical area report may be required if a critical area exists on or adjacent to the site.<input type="checkbox"/> Rezone of Property and Zoning Map Change Criteria (attached). Describe how the proposed rezone or zoning map change complies with the "Decision Criteria".<input type="checkbox"/> Pre-Application Meeting Date:
_____ (ask for handout).<input type="checkbox"/> Neighborhood Meeting Report Date:
_____ (ask for handout).
A summary of the neighborhood meeting. The neighborhood meeting must be held before the application can be submitted to the City.<input type="checkbox"/> Statement of Use: Please provide detailed information describing the use of the property if this application for zoning reclassification is approved. This information should include details of any new construction (building size, height, floor area, hardscape coverage, etc), number of employees, hours of operation and principal and secondary activities.<input type="checkbox"/> Proof of Legal Lot: Please provide proof that all the properties proposed for zone reclassification were created in accordance with the laws governing the subdivision of land in the State of Washington. If the property was created before October 1, 1972, the acceptable documentation is a real estate conveyance document or tax assessor's records. If the property was created after October 1, 1972 and is less than 20 acres in size, you should provide documents proving that the lot or parcel was created by a recorded plat or short plat. | <ul style="list-style-type: none"><input type="checkbox"/> Certificate of Sewer Availability is required for <u>all</u> sewer hook-ups. Contact Ronald Wastewater Management (206) 546-2494 or The Highlands (206) 362-2100.<input type="checkbox"/> Fire Flow Availability – Required.<ul style="list-style-type: none">• City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800.• Shoreline Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100.• The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.<input type="checkbox"/> Environmental Checklist: Three (3 copies) should be submitted. The checklist must be completed in ink, or printed, and signed by the applicant. All questions should be answered as completely as possible.<input type="checkbox"/> Site Plans – three (2 reduced - maximum 11" x 17" and 1 full size) copies drawn to an engineering scale (e.g. 1" = 20'). Permit applications for interior work <u>only</u> may not require a site plan.<ul style="list-style-type: none">• Name, address, and phone number of the person who prepared the drawing.• Graphic scale and north arrow.• Location, identification and dimensions of all proposed, existing and demolished buildings and their uses. Include projections, roof overhangs, covered breezeways, streets, alleys, rockeries, retaining walls, and fences.• Note building height. The building height must be calculated based on the average existing grade. The calculation is to be illustrated on the building elevations.• Dimensions of all property lines.• Building setbacks from front, side, and rear property lines.• Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements. |
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The Development Code (Title 20) is located at mrsc.org

- Location of existing and proposed parking spaces, include traffic flow and all internal walkways.
- Hardscape calculations as a percentage of the existing and proposed site area. Include the square footage for buildings and pavement (may include gravel and similar surfaces).
- Location of all proposed and existing water mains, valves, and fire hydrants.

☐ Frontage improvements for curb, gutter, sidewalk, access drive, and street trees.

☐ **Notice Materials:**

- Provide current King County Assessor's quarter-section map(s) with the subject property identified and showing all property within 500' of any boundary of the subject property. Draw 500-foot boundary line on the map(s). Key the list of property list

owners to the map(s) by the owners' tax account numbers.

- **Three (3) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
- A copy of the mailing label list.
- A copy of the Assessor's map with the 500 foot boundary outlined.

NOTE: King County no longer provides mailing label services. Shoreline Planning & Community Development can provide this for a fee of \$149.50 or the department can provide you instructions how to obtain this information off of the web and how to do a mail merge document to produce two sets of mailing labels for your application.

Submittal Fee: \$8,970.00 for the initial application fee (\$149.50 hourly rate, 60 hour minimum)
 \$2,295.00 public hearing fee
 \$1,495.00 for Single Family SEPA Checklist review (\$149.50 hourly rate, 10 hour minimum)
 \$2,242.50 for Multi-Family/Commercial SEPA Checklist review (\$149.50 hourly rate, 15 hour minimum)

Please note: Fees effective 1/2012 and are subject to change.

Other Issued Permits or Information Related to the Rezone or Zoning Map Change

Please note that the City may require the submission of Engineering Plans, Drainage Analysis, and other special studies such as a wetland report, geotechnical analysis, traffic study, etc, in order to properly review the proposal and prepare it for public hearing.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".